



OFFICE SUPPLIES, RELATED PRODUCTS AND SERVICES
Executive Summary

Lead Agency: Region 4 Education Service Center

Solicitation: RFP 19-03

RFP Issued: December 5, 2018

Pre-Proposal Date: December 18, 2018

Response Due Date: January 24, 2019

Proposals Received: #7

Awarded to: Office Depot, Inc. R190303

The Region 4 ESC Procurement Office issued RFP 19-03 on December 5, 2018 to establish a national cooperative contract for Office Supplies, Related Products and Services.

The solicitation included cooperative purchasing language in Sections I – Scope of Work:

Region 4 ESC, as the Principal Procurement Agency, defined in APPENDIX D, has partnered with OMNIA Partners to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”). APPENDIX D contains additional information about OMNIA Partners and the cooperative purchasing agreement.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- OMNIA Partners, Public Sector website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On January 24, 2019 proposals were received from the following offerors:

- EPIC Business Essentials
- Gonzalez Solutions for Business
- Lamrite West, Inc.
- Office Depot, Inc.
- Quill LLC
- Rapp Productions dba FurnitureLab
- Waterlogic Americas

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to recommend awards to EPIC Business Essentials, Gonzalez Solutions for Business, Office Depot, Inc. and Quill LLC. The vendors submitted comparable proposals with competitive pricing and product ranges.

On April 23, 2019 the Board of Directors of Region 4 Education Service Center (ESC) approved the multiple awards for office supplies, related product and services to EPIC Business Essentials, Gonzalez Solutions for Business, Office Depot, Inc. and Quill LLC.

The Board of Directors of Region 4 Education Service Center and OMNIA Partners, Public Sector executed the agreement with a contract effective date of July 1, 2019

Contract includes:

- Offering a wide range of products and solutions
- Customized core list capabilities, customer access to online ordering and billing solutions
- Program Incentive Rebates
- National network of retail locations

Term:

Initial five-year agreement from July 1, 2019 to through June 30, 2024 with the option to renew for five (1) additional one-year periods through June 30, 2029.

Pricing/Discount:

- Fixed Net Priced
- Web less discount pricing by category for all Non-Core in current printed Office Depot BSD and the BSD School Solutions Catalog
- Qualified Free Delivery: \$50 minimum purchase

OMNIA Partners, Public Sector Web Landing Pages:

<https://www.omniapartners.com/publicsector/contracts/supplier-contracts/office-depot>